



RENTAL APPLICATION
ACTIVITY CENTER AND GROUNDS OF CITY HALL

City of Diamondhead
Attn: City Manager
5000 Diamondhead Circle
Diamondhead, Mississippi 39525
(228) 222-4626

NAME OF GROUP(S) OR INDIVIDUAL(S): _____

TYPE OF EVENT: _____

DATE(S) OF EVENT: _____ NUMBER OF ATTENDEES: _____

SET UP TIME: _____ AM/PM START TIME: _____ AM/PM CLOSE TIME: _____ AM/PM

IS THIS A RECURRING EVENT? _____

If yes, please explain: _____

ALCOHOL: ☐ WILL or ☐ WILL NOT be available during the event. If alcohol is served, security is required.

CONTACT PERSON: _____

ADDRESS: _____ CITY _____ ZIP _____

TELEPHONE: HOME / CELL (_____) _____ - _____ WORK (_____) _____ - _____

EMAIL ADDRESS: _____

The person requesting this rental agrees to personally accept responsibility for any damages done to the facility or equipment by persons in his/her group during the reserved time and to maintain order and control over person(s) in their group. Failure to comply with all the terms of these regulations or violation of any federal, state or municipal law, ordinance or regulations in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations.

I hereby agree that I have read, understand and agree to all the Rules for Use of the Activity Center and Grounds of City Hall, which are attached to this rental application.

Name of Lessee (Print): _____ Title: _____

Signature of Lessee: _____ Date: _____

**RULES FOR USE
ACTIVITY CENTER AND GROUNDS OF CITY HALL**

City of Diamondhead
ATTN: City Manager
5000 Diamondhead, Mississippi 39525

GENERAL:

1. To rent the City Hall Activity Center and/or Grounds, please contact the City Manager or his designee.
2. Regularly scheduled activities of the City of Diamondhead are not cancelled in order to provide room for rental. The Activity Center is open for rental only when it is not used for City business.
3. Some requested times may not be available due to City Council or other meeting at City Hall.
4. Recurring meetings or events may be scheduled, but a City sponsored event will receive priority over such uses of the Activity Center and Grounds.
5. Facility rental is limited to four (4) occasions per month for any group, individual or organization.
6. Any group, individual or organization requesting recurring usage of the facility must establish and provide a consistent date and time. Any deviation from the established scheduled would require further approval of the City Manager or his designee.
7. Violation of the rules and regulations pertaining to the use of the Activity Center and Grounds may result in immediate termination of the event and future facility use request may be denied.
8. SMOKING IS NOT ALLOWED IN THE FACILITY. Outside areas must remain free of trash, cigarette butts, etc.
9. A certificate of insurance may be required when renting the Activity Center and Grounds.
10. To be considered for a non-profit organization, you may be required to provide a copy of your non-profit status.
11. A certificate of insurance may be required for use of the Activity Center and Grounds at City Hall.

HOURS:

1. The Activity Center may be used from 6:00am to 11:00pm. Thus, no one is allowed to enter before 6:00am and everyone must be out of the building by 11:00pm. Set up and clean up for an event must be done during these hours. Any deviation from this time must be approved by the City Manager or his designee.
2. Set up, start and closing times for the event will be enforced. If your time frame changes, it must be brought to the attention of the City Manager or his designee in advance.

OCCUPANCY LOAD:

1. Fifty-four (54) people are allowed in the Activity Center when tables and chairs are used by occupants.
2. Eighty (80) people are allowed for theatre-style seating when no table are used.
3. If a group, organization or individual does not comply with occupancy load policy, the function will be **shut down** by security due to safety concerns. Additionally, violations may jeopardize future rentals.

DECORATIONS:

1. Decorating is to be done during the time reserved by the Lessee. Any exception must be approved by the City Manager or his designee, and this shall be recorded on the contract request.

2. The City Manager or his designee must approve decorating plans and materials.
3. Confetti and glitter are NOT allowed.
4. Can glitter spray and silly string are NOT allowed in the Activity Center or on the grounds.
5. Smoke machines and fog machines are NOT allowed in the Activity Center. It can be used outside on the grounds.
6. All candles which are used in the facility must be placed in a fire-resistant container or the City Manager or his designee will order them removed or have them removed.
7. Nails, push pins, thumb tacks and tape are prohibited on the walls of the Activity Center.
8. Fireworks and Pyrotechnics ARE NOT ALLOWED in or outside the Activity Center or on the grounds of City Hall.
9. Rice may not be used for wedding receptions or any other type functions. (BIRD SEED MAY BE USED OUTSIDE ONLY).

YOUTH GROUPS:

1. Youth groups are encouraged to use the Activity Center and Grounds, but one adult chaperone is required per twenty (20) children.
2. The responsible adult must appear at City to contract the facility through the City Manager or his designee.
3. The names and other pertinent information about chaperones are to be listed on the contract retained by the City.
4. Youth groups who do not have adults to supervise their function will NOT be allowed to book the facility.
5. The City Manager or his designee must approve chaperones for youth groups prior to signing the contract request.

SECURITY:

1. The Captain of the Diamondhead Police Department will determine the number of security officers required for your event.
2. If security is required, this fee is added to the rental agreement and paid to the City of Diamondhead prior to the event as part of the rental agreement.
3. If alcohol is served, security is required.
4. The hourly rate per officer is \$30.
5. Failure to arrange for security will be grounds for cancellation of the contract.

KEYS:

1. The lessee can pick up keys to the Activity Center the day before the scheduled event.
2. Keys must be returned no later than the next business day after the scheduled event.

BATHROOMS:

1. There are two (2) unisex bathrooms available for use in the Activity Center. Paper towels, hand soap and toilet paper are provided.
2. Depending on the type of event, additional port-o-lets may be required at the expense of the lessee.

USE OF KITCHEN:

1. The kitchen is NOT available for use since it does not meet the requirements set by the Health Department.

CLEANING REQUIREMENTS AFTER USE:

1. Cleaning is required immediately after the event.
2. Cleaning tools and supplies are provided in the maintenance closet in the hallway.
3. Wipe all tables and chairs which were utilized.
4. Sweep and mop entire facility, including the bathrooms and hallway.
5. Clean all appliances and counter tops.
6. Clean all bathroom facilities; Pick-up trash, sweep and mop. Clean sinks, toilets and mirrors.
7. Empty all trash cans and bring trash bags to the dumpster at City Hall.
8. Sweep and pick-up trash from front entrance of Activity Center. Also, if any trash is left on the grounds outside facility, you will need to pick-up and put in trash receptacle. This includes the parking areas.
9. Any digression in completing items 1 thru 8 will result in clean up being completed with city labor and associated costs will be due by Lessee.
10. Failure to clean as required may result in denial of future use of the facilities.

TABLES AND CHAIRS

1. Nine (9) standard 5' round tables with fifty-four (54) chairs are provided as the normal set up for the facility (6 chairs at each table).
2. The lessee will return table and chairs to the normal set up after use.
3. Tables and chairs can be removed from the Activity Center and put in the storage closet if these are not needed during use of the facility.
4. Tables and chairs may be used outside of the building, but under no circumstances shall tables, chairs or any equipment be removed from the property of City Hall.

EQUIPMENT AVAILABLE FOR USE:

5 ft. round tables – 25	Food serving station (with warmer) - 1
6 ft. rectangle tables – 10	Food serving station (cold) - 1
Chairs – 100	Tea maker - 2
Microwave – 1	Coffee maker - 2
Sink – 1	Piano - 1
Podium – 1	Garbage cans - 2

RENTAL FEE SCHEDULE:

1. Standard Rental Fee	\$100.00
2. Non-profit Organization Fee	\$ 0.00
3. Governmental Rental Fee	\$ 0.00

SUPPLEMENTAL EXPENSES:

1. In the event that additional services or cost are needed to be incurred by the City of Diamondhead, these expenses are required to be paid by the Lessee.
2. Some supplemental expenses include, but are not limited to, the following:
 - a. Security (\$30 per hour per officer)
 - b. Set up of barricades by City Public Works personnel.
 - c. Clean up of grounds during or after an event.
 - d. Professional cleaning of Activity Center.
 - e. Assistance during event with garbage cans or other needs.
 - f. Utilities (i.e. water and electricity)

3. The cost for any supplemental services will be determined by the City Manager, or his designee, and must be paid by the Lessee prior to the event.